

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: DEVELOPMENT SERVICES

AGENDA DATE: NOVEMBER 8, 2005

CONTACT PERSON/PHONE: WAYNE THORNTON / _____

DISTRICT(S) AFFECTED: 8

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Parks & Recreation to hold a Holiday Light Parade on December 3, 2005 from 3:00 p.m. to 9:00 p.m. Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia. Approximately 100 persons, 20 vehicles, 100 animals will take part and 20,000 spectators are anticipated. This request includes permission to use amplification (3 microphones, 4 speakers and 2 amplifiers). (District 8) [Wayne Thornton]

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

The office of Development Services recommends approval for Parks & Recreation to hold a Holiday Light Parade on December 3, 2005. The department has no objections with this event.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: October 24, 2005

TO: CITY CLERK

FROM: Parks & Recreation
Wayne Thornton

CITY CLERK DEPT.

05 OCT 31 AM 5:01

Telephone
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

November 8, 2005

Item should read as follows:

Parks & Recreation to hold a Holiday Light Parade on December 3, 2005 from 3:00 p.m. to 9:00 p.m.

Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia.

Approximately 100 persons, 20 vehicles, 100 animals will take part and 20,000 spectators are anticipated.

This request includes permission to use amplification (3 microphones, 4 speakers and 2 amplifiers).

(District 8) [Wayne Thornton]

SPECIAL INSTRUCTIONS:

PERMIT # 05-176

DEVELOPMENT SERVICES USE

Item No. _____

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☒ PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

N/A TXDOT

☒ STREET DEPARTMENT

N/A CIVIC CENTER

☒ COMPLETE

**REQUEST FOR TEMPORARY USE OF
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

City Parks & Recreation
(Person/Organization)

Contact Person:

Name

Wayne Thornton (Dr. Norman Herrifield)

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Holiday Light Parade

(Moving)

☒ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: _____

(Stationary)

☐ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: _____

3. Date of Event:

December 3, 2005

Total Time of Event:

from 3:00 pm to 9:00 pm
(Time) (Time)

Time in which police traffic control services will be needed:

from 3:00 pm to 9:00 pm

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

11/8

4. Approximate number of participants:

100 Persons 20 Vehicles 60 Animals _____ Other Specify: _____

*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 20,000

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

Annual Event to celebrate Holiday Season

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: NO

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

Location of assembly area, if separate or different:

EL Paso Times Building Area

IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Development Services or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6th Floor, 541-4050, for more information.

8. Amplification devices to be used: Yes No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

3 microphones, 4 speakers, 2 amplifiers

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6th Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

Self

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Development Services Office no later than fourteen days prior to the date of the event.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Wayne Otto
Signature of Applicant

10/14/05
Date

For City of El Paso Parks & Recreation
(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

For Office Use Only

Event: PARKS & RECREATION HOLIDAY LIGHT PARADE

\$15.75 Fee Paid: _____

\$21.00 _____

City Council Hearing: NOVEMBER 8, 2005

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☒ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☒ Street Department
☐ Civic Center

Comments:

PERMIT

EVENT: PARKS & RECREATION HOLIDAY LIGHT PARADE

LOCATION CAMPBELL, MAIN, OREGON AND SAN ANTONIO

DATE OF EVENT: DECEMBER 3, 2005 FROM 3:00 P.M. TO 9:00 P.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, PE, CBO
DEVELOPMENT SERVICES DIRECTOR

El Paso Times

For Office Use Only

Event: PARKS & RECREATION HOLIDAY LIGHT PARADE

\$15.75 Fee Paid: _____

\$21.00

City Council Hearing: NOVEMBER 8, 2005

Copy to:

☒ Police Department☒ Fire Department *mmf*☒ Sun Metro☒ Parks Department☒ Engineering-Traffic Div.☐ Highway Department☒ Street Department☐ Civic Center

Comments:

PERMITEVENT: PARKS & RECREATION HOLIDAY LIGHT PARADELOCATION: CAMPBELL, MAIN, OREGON AND SAN ANTONIODATE OF EVENT: DECEMBER 3, 2005 FROM 3:00 P.M. TO 9:00 P.M.City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, PE, CBO
DEVELOPMENT SERVICES DIRECTOR

Oct. 21. 2005 10:36AM

CITY OF EL PASO

No. 3890 P. 5/6

For Office Use Only

Event: PARKS & RECREATION HOLIDAY LIGHT PARADE

\$15.75 Fee Paid:

\$21.00

City Council Hearing: NOVEMBER 8, 2005

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☒ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☒ Street Department
☐ Civic Center

Comments:

No Objections
WEE

PERMITEVENT: PARKS & RECREATION HOLIDAY LIGHT PARADELOCATION CAMPBELL, MAIN, OREGON AND SAN ANTONIODATE OF EVENT: DECEMBER 3, 2005 FROM 3:00 P.M. TO 9:00 P.M.

City Council Action:

☐

Approved

☐

Disapprove

☐

Approve W/Mod

Date Permit Issued:

Permit No.:

R. Alan Shubert, PE, CBO
DEVELOPMENT SERVICES DIRECTOR

For Office Use Only

Event: PARKS & RECREATION HOLIDAY LIGHT PARADE

\$15.75 Fee Paid: _____

\$21.00

City Council Hearing: NOVEMBER 8, 2005

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☒ Parks Department

☒ Engineering-Traffic Div.
____ Highway Department
☒ Street Department
____ Civic Center

Comments:

LA

PERMIT

EVENT: PARKS & RECREATION HOLIDAY LIGHT PARADE

LOCATION CAMPBELL, MAIN, OREGON AND SAN ANTONIO

DATE OF EVENT: DECEMBER 3, 2005 FROM 3:00 P.M. TO 9:00 P.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, PE, CBO
DEVELOPMENT SERVICES DIRECTOR

For Office Use Only

Event: PARKS & RECREATION HOLIDAY LIGHT PARADE

\$15.75 Fee Paid: _____

\$21.00 _____

City Council Hearing: NOVEMBER 8, 2005

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☒ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☒ Street Department
☐ Civic Center

Comments: Engineering Dept, Traffic Div has no objection to the proposed parade route. Police Dept will provide traffic control. Keith Bennett (Traffic Controls Planning Supervisor)
10/21/05

PERMIT

EVENT: PARKS & RECREATION HOLIDAY LIGHT PARADE

LOCATION CAMPBELL, MAIN, OREGON AND SAN ANTONIO

DATE OF EVENT: DECEMBER 3, 2005 FROM 3:00 P.M. TO 9:00 P.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, PE, CBO
DEVELOPMENT SERVICES DIRECTOR

For Office Use Only

Event:

Parks & Recreation Holiday Light Parade\$15.75 ☐ Fee Paid:\$21.00 ☐

Date

City Council Hearing:

November 8, 2005

Date

Copy To:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☒ Parks Department☒ Engineering - Traffic Div.
☐ Highway Department
☒ Street Department**Comments:**The El Paso Police Department has no objections with this event.The Department will police the event with 46 officers and 44 vehicles.Estimated cost to city: \$639.00 Estimated cost to applicant: \$10464.00PR 05-176PERMIT

EVENT:

Parks & Recreation Holiday Light Parade

LOCATION:

Campbell, Main, Oregon and San Antonio

DATE OF EVENT:

December 3, 2005 from 3:00 p.m. to 9:00 p.m.

CITY COUNCIL ACTION:

Approve

Disapprove

Approve w/ Mod

Date Permit Issued:

Permit No.:

Building Permits & Inspections Director

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

R. ALAN SHUBERT, PE, CBO
DEVELOPMENT SERVICES DIRECTOR



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
J. ALEXANDRO LOZANO, DISTRICT 3
MELINA CASTRO, DISTRICT 4
PRESI ORTEGA, JR., DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

OCTOBER 31, 2005

DEVELOPMENT SERVICES DEPARTMENT

Parks & Recreation
Wayne Thornton

FROM: Development Services
SUBJECT: Application for use of City Streets/Sidewalks (in connection with a Parade, Walk, Run, etc.)

This is only a recommendation from Development Services to the Mayor and Council. They will make the final determination at the City Council Meeting on November 8, 2005 at 9:00 a.m. We recommend a representative be present to answer any questions that City Council may have.

REQUEST:

Parks & Recreation to hold a Holiday Light Parade on December 3, 2005 from 3:00 p.m. to 9:00 p.m. Route: Start at Kansas and Campbell, proceed on Campbell to Main, turn left on Main to Oregon, turn left on Oregon to San Antonio, turn left on San Antonio to Campbell, turn left on Campbell and finish at Campbell and Texas. The parade will stage on Mills east of Campbell and Florence, Ochoa and Virginia. Approximately 100 persons, 20 vehicles, 100 animals will take part and 20,000 spectators are anticipated. This request includes permission to use amplification (3 microphones, 4 speakers and 2 amplifiers). (District 8) [Wayne Thornton] Permit # 05-176

RESPONSES:

No objections from Fire, Sun Metro, Parks and Traffic/Engineering. The El Paso Police Department has no objections with this event. The Department will police the event with 46 officers and 44 vehicles. Estimated cost to city: \$639.00 Estimated cost to applicant: \$10,464.00. The office of Development Services recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

R. ALAN SHUBERT, PE, CBO
DEVELOPMENT SERVICES DIRECTOR